

**AGENDA AND ADDITIONS TO THE AGENDA**  
**REGULAR COUNCIL MEETING**  
**CITY OF CROSSLAKE**  
**MONDAY, DECEMBER 12, 2022**  
**7:00 P.M. – CITY HALL**

Council Member John Andrews will attend the meeting via Zoom because he is out of town. He will participate from a public location at 1205 Jackson Blvd, Unit A, Houston, TX 77006, which is open and accessible to the public, as required by MN State Statute 13D.02.

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Approval of Additions to the Agenda

**B. PUBLIC FORUM** - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

**C. CONSENT CALENDAR – NOTICE TO THE PUBLIC** – All items here listed are considered to be routine by the City Council and will be acted on by one **motion**. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Regular Council Meeting Minutes of November 14, 2022
2. Special Council Budget Meeting Minutes of November 28, 2022
3. Unadjusted Draft: 11.30.2022 Month End Revenue Report
4. Unadjusted Draft: 11.30.2022 Month End Expenditures Report
5. Unadjusted Draft: 11.30.2022 Balance Sheet
6. Memo dated December 12, 2022 from City Administrator Re: Tax Increment Financing Reimbursement
7. Police Report for Crosslake – November 2022
8. Police Report for Mission Township – November 2022
9. Fire Department Report – November 2022
10. North Memorial Ambulance Run Report – November 2022
11. Public Safety Commission Meeting Minutes of October 5, 2022
12. Planning and Zoning Monthly Statistics
13. Planning and Zoning Meeting Minutes of September 23, 2022
14. Parks, Recreation & Library Annual Report 2022
15. Crosslake Parks, Recreation & Library Commission Meeting Minutes of October 26, 2022
16. Agreement for Kitchigami Library System Services Through the Crosslake Area Library for 2023
17. Public Works Commission Meeting Minutes of November 9, 2022
18. Crosslake Economic Development Authority Meeting Minutes of October 5, 2022
19. Waste Partners Recycling Reports for October 2022
20. Bills for Approval
21. **Additional Bills for Approval**

#### **D. MAYOR'S AND COUNCIL MEMBERS' REPORT**

1. Resolution Accepting Donations (Council Action-Motion)
2. Crosslakers – Concerns Regarding Pedestrian Movement Throughout Crosslake
3. Cindy Myogeto - Chamber of Commerce - Approval of WinterFest SoupFest and Fireworks Display (Council Action-Motion)
4. Council Recognition

#### **E. CITY ADMINISTRATOR'S REPORT**

1. Clifton Larson Allen Master Services Agreement (Council Action-Motion)
2. Clifton Larson Allen Statement of Work – Audit Services (Council Action-Motion)
3. Resolution Establishing Polling Place (Council Action-Motion)
4. Resolution to Approve Waste Hauler Licenses for 2023 (Council Action-Motion)
5. Memo dated December 7, 2022 from City Clerk Re: Approval of Liquor License Request (Council Action-Motion)
6. Memo dated December 12, 2022 from City Clerk Re: Retroactive Approval of Bills for Payment (Council Action-Motion)

#### **F. COMMISSION REPORTS**

##### ~~1. ECONOMIC DEVELOPMENT AUTHORITY~~

###### ~~a. Updates on New Website and Housing Project~~

##### 2. PARK AND RECREATION/LIBRARY

- a. Recommendation to Collect Cash in Lieu of Land for McGrath Subdivision (Council Action-Motion)
- b. Approval of 2023 Park and Recreation Fee Schedule (Council Action-Motion)
- c. Memo dated December 6, 2022 from TJ Graumann Re: Hockey Rink Committee (Council Action-Motion)

##### 3. PUBLIC SAFETY

- a. Memo dated December 6, 2022 from Erik Lee Re: Officer Patrick Martin Status (Council Action-Motion)
- b. Crosslake Public Safety Commission Meeting Minutes of December 7, 2022

##### 4. PLANNING AND ZONING

- a. Memo dated December 12, 2022 from Pete Gansen Re: Moonlite Bay Lift System (Council Action-Motion)
  1. Application from Moonlite Bay for Lift System
  2. Photos of Proposed Location
  3. Request for Board Action from Highway Department to Crow Wing Board
  4. Easement Agreement
- b. Memo dated December 12, 2022 from Pete Gansen Re: Update on Short Term Rental Regulation (Council Information)
- c. Discuss Planning and Zoning Fee Schedule

5. PUBLIC WORKS/SEWER/CEMETERY

- a. Memo dated December 8, 2022 from Patrick Wehner Re: Surplus Equipment  
(Council Action-Motion)
- b. Memo dated December 8, 2022 from Patrick Wehner Re: Administrative Windows  
(Council Action-Motion)
- c. Memo dated December 7, 2022 from Public Works Commission Re:  
Recommendation to Compromise with Casper Construction for Traffic Delays  
(Council Action-Motion)
- d. Discussion Regarding Response to Casper Construction

**G. PUBLIC FORUM** - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

**H. CITY ATTORNEY REPORT**

**I. NEW BUSINESS**

**J. OLD BUSINESS**

**K. ADJOURN**



D. 2.

FROM: Crosslakers

RE: Crosslake Pedestrian and Intersection Improvements

TO: Crosslake City Council

Mayor Dave Nevin, Council Aaron Herzog, Marcia Seibert-Volt, John Andrews, and Dave Schrupp

Friday, December 9, 2022

The Crosslakers have been at the helm of many studies and discussions since our origination in 2017, regarding a plethora of issues in an effort to welcome and manage growth of our city in a positive and respectful manner. With public input received at many community meetings, and guidance from the Minnesota Design Team of varied professionals, we adopted these guiding principles, which have also been adopted into the Crosslake Comprehensive plan.

*Guiding Principles*

- *Enhance the Unique Ecology of Crosslake*
- *Create Vibrant Places that Connect People to Nature*
- *Establish Better Balance of Facilities for Driving, Biking, Boating, and Walking*
- *Provide a Diverse Balance of Housing, Business and Park Amenities*
- *Celebrate and Preserve Crosslake's Heritage*

At the recent public meeting on Nov. 29, 2022, Crow Wing County shared their recommendation, that the CSAH 3/66 intersection would best be served by a roundabout. They cited safety as the basis for their recommendation.

What we didn't hear at that meeting, was any recommendations to improve safety in the remainder of the project as identified in the Project Overview that extends from Pioneer Drive to Bald Eagle Trail. We are asking that you look at this project as a whole and not just a single intersection. This corridor is the main thoroughfare for motor vehicle, ATV, snowmobile, bicycle, and walking traffic in Crosslake serving our residents, visitors, and commercial business activity. It is imperative that we make sure that this ENTIRE project is deemed safe for all, and compliments those guiding principles.

Attached is a letter of review from the most recent Minnesota Design Team visit in September 2022. Please review their acknowledgement of the unique challenges this corridor represents. We believe they have offered some valuable ideas for slowing traffic (see 6.) by narrowing cross sections, adding trees and plants in addition to frequent, well-defined pedestrian crossings.

At this time, The Crosslakers cannot endorse the County's intersection improvement recommendation because we believe this recommendation doesn't address the pedestrian challenges that will only be enhanced by pedestrian sidewalks throughout the entire project corridor.

We urge you to share this concern with the engineers and we would welcome the opportunity to share our ideas in a smaller group setting. Our team is comprised of people with varied skills, and with the best intentions of preserving Crosslake's identity as the Beauty Spot well beyond the year 2024.

Sincerely,

The Crosslakers – Executive Board  
Linda Randall, Bob Perkins, John Forney



Date: October 14, 2022  
From: Peter Musty and Hannah Pritchard  
To: Crosslakers

## **RE: Perspectives from Minnesota Design Team Volunteers**

We are impressed with both the progress you've made, and the potential energy you've now created, since you set in place your community vision in 2016-17. In an era when many communities receded, you seem to have survived a very hard winter - and pressed ahead. You are putting yourselves and your region in position to compete; investments in comprehensive planning and public and private development projects will help not just your economy, but is making all boats rise around you. Congratulations on the opportunities now within your grasp. **In this memo we'd like to reflect on that success, share some perspectives from our visit, and issue another challenge.**

### **Celebrating What You've Accomplished since 2017**

The amount of work the Crosslakers and their partners have been able to accomplish in the last 6 years is truly amazing and there are potential opportunities and challenges in the community's future. There is a great sense of pride, personally for us, that you rose to the challenge of the Minnesota Design Team, and have carried out several projects in alignment with the principles you developed and refined through the MDT process. Your Comprehensive Plan set the MDT vision in place when it was adopted in 2018:

*"...This Plan builds from the excitement and ownership that was formed during the MDT process. The following is a list of guiding principles and leading themes that form the foundation of this Plan:*

- *Enhance the unique ecology of Crosslake.*
- *Create vibrant places that connect people with nature.*
- *Balance facilities for driving, biking, boating, and walking.*
- *Provide a diverse balance of housing, business, and public amenities.*
- *Celebrate Crosslake's heritage.*

*The idea of infusing the design principles into this vision is critical. This set of principles is the reflection of a union from a diverse set of public and private sector investments. These principles will be promoted as the central standard by which everyone operates – a new way of thinking."*

*- from GUIDING PRINCIPLES, page 3, of OUR BLUEPRINT FOR THE FUTURE, CROSSLAKE COMPREHENSIVE PLAN UPDATE 2035, ADOPTED MAY 2018*

After the MDT visit, you stepped up to continue implementation of projects already underway, and moved ahead with several more. We can start by mentioning your investments in the comprehensive plan, housing study, dog park, 66 infrastructure, clean water planning, stormwater investments, sidewalks, National Loon Center (with facility on the way), public docks, Steward Ship and its ecological/loon tours, new school, moving the railroad museum, town square improvements, a strengthening historical society village, senior networking, and planning for more development on the way. The Army Corps campground continues at full capacity providing a Crosslake experience too many don't get to have.

What did we miss?

Yes, Crosslake is not without challenges; housing for seasonal workers, year round economies and small business stability - and the reality of how more and more development in this beautiful region makes it a challenge. You are always balancing investment in your economy while minimizing the costs to nature and water systems. Too many communities have failed at that but you are managing to hang on to so much. It's not possible without effort, we know that – we see that.

## Our Perspectives As Volunteer Community Designers

You invited us back as you now look ahead at important projects that bring change in your community. Below are some specific takeaways from the return visit by

1. **The amount of activity already going on at “The Nest” is pretty incredible** – Minnesota's state bird will benefit from the work being done there. The amount of progress being made on building a permanent home for the Loon Center is encouraging.
2. **The amount of investment the county has shown in making the community better for walking and biking is impressive.** Grant writing is no easy task and the funding secured for the CSAH 66 / CSAH 3 intersection and for improvements along those roads shows a commitment from a key partner.
3. **The Pine River Dam, the Army Corp Recreation Area (including the beach and campground) are important and historic sites.** In our opinion, it is important not to underestimate the huge change this opportunity the Loon Center represents to the way things have evolved over many years - to make the campground, the dam and the learning center the unique destination that it is for the region. Both of these competing realities may be true:
  - a) The site chosen for the Loon Center may indeed be the best location you could have chosen for such a economic and visitor facility, in terms of the way it brings people from everywhere to just the right spot in Crosslake. Along with the story of the Loon, so many stories can be told here. The location here is potentially a huge win-win and could leverage success for all involved.

- b) In our opinion, it is also true that the integration of the Loon Center into this location will require a lot of planning and coordination ahead. In particular,
- The Loon Center site plan should very explicitly respect the **mission of the Army Corp** and the experience of the current users of the site. In particular, public access to the beach is a critical aspect of the site and should be preserved and enhanced. The privatization of the lakeshore elsewhere has made this public beach an essential community resource.
  - The Loon Center site plan should **respect the historic nature of the dam** and the location of the building in proximity to the remains of the original dam tender's dwelling and other buildings. Space inside the center should be dedicated to community education about this part of the area's history.
  - The Loon Center site plan should also **respect the history of the site before the dam** was built. It is imperative that a venture as nationally significant as the Loon Center tell the entire story of the place where it is built. People may have lived and thrived likely for many centuries along the shores of the Pine River, a long time before resort economies, forestry, the dam and European settlement. The construction of the dam had a major impact on both the natural and human environment of the Crosslake area. It will be important duty to tell stories from many perspectives; the stories that make us amazed, the stories that make us proud, and the stories that make us uncomfortable.
  - **Site circulation issues** should be addressed and resolved on several levels, such as large vehicle access (RVs, buses and deliveries), overflow parking, delivery/drop-off access to the Loon Center, parking for Chamber business, and ADA accessible parking. Site circulation issues related to Army Corp uses (e.g., campground, recreational area, dump station, beach access, etc) need to be addressed thoughtfully to be sensitive to the success and ethos of the Campground, but also for the success of the Loon Center, Chamber and all partners involved. Those can be difficult discussions, but they need to continue until everyone feels ready for this change.
  - **Vision for adequate connections to the downtown core are not yet clear.** You are on your way to 'making it work'. However, we believe to maximize the opportunity, there could be a larger plan that sensitively integrates the Campground entry and Loon Center with any new street investment. This is and will be the front entry hall of Crosslake as a destination, the arrival, and changes need to be carefully coordinated to ensure safety, parking, access, walk and bike (and even ATV) mobility, and as importantly, (in our opinion) the ongoing long range success of the Loon Center, Chamber, Army Corps, School, corridor small businesses and Town Square developments.

4. **The 'activity corridor' envisioned between the town square and the lake, if implemented, will serve as a central feature** that connects the Town Square, CSAH 66 businesses, Army Corp Recreation Area, and Loon Center. With proactive programming



and design it can also serve an economic role year-round, enhancing ecological learning, providing a healthy walking loop, foster winter retail activities (such as skating?) and of course draw families with child friendly amenities.

Important note: This investment does not compete with fostering vitality north-south along 66. Rather, it deepens and complements the activity to the north and south on 66, and will raise the economic strength of the entirety of the Crosslake core downtown commercial district. Aside from leveraging small business investments here, some of the needed housing choices that Crosslake needs are planned to happen here, and risks success without such an amenity. For instance, allowing seniors to walk to diners on 66 and over to groceries at Reeds will make their lives more possible.

5. **The 66/3 intersection, as it is today, must change.** Even without pressure from the Loon Center moving to the Army Corp Recreational Area, the intersection is a barrier to travel by almost every mode. Proper design of this intersection should help reduce motor vehicle speeds for drivers entering town from all three directions. Slower drivers, better sight lines, and clearly defined walking and biking routes are necessary for the mobility and safety of everyone in Crosslake. We implore the community to keep discussion around the 'how' and not the 'if' this intersection should improve.
  
6. **It is possible that several new intersection designs could be successful at or near 3/66, but (we believe) only if the character of CSAH 66 and 3 through Crosslake changes from bridge to bridge, and outward to a new western 'gateway'.** A new street design for this relatively small but key stretch, starting at three key points, will reduce motor vehicle speeds, improve driver yielding, and allow for mobility to improve and allow land uses to function. The sound, safety, and quality of life could improve the customer, resident and visitor environment by creating better overall connectivity for everyone, including drivers. Ideas:
  - Combined with intersection changes at 66/3, a significantly narrower cross section with more trees/plants, less pavement, frequent and well-defined pedestrian crossings can all contribute to reduced speeds. Because of a quirk in how speed limits are set, the community should first focus on the actual operating speeds of the vehicles than the number posted on the sign.
  - Decreased setbacks and frontages facing these streets.
  - Increased street tree canopies continuously sheltering lanes, along walks and dedicated trails.
  - Consider horizontal or vertical elements like raised crosswalks or chicanes.
  - Consider similar "gateway treatments" at each entry point of the district, where the design of the street changes, the character of development is different, and traffic speeds begin to reduce well before reaching the core intersection.
  - Adding a local name (in addition to the existing Hwy #) for these newly designed streets could help establish a new sense of place.

## Our Challenge: Implement a key item from the Crosslake Comprehensive Plan 2035

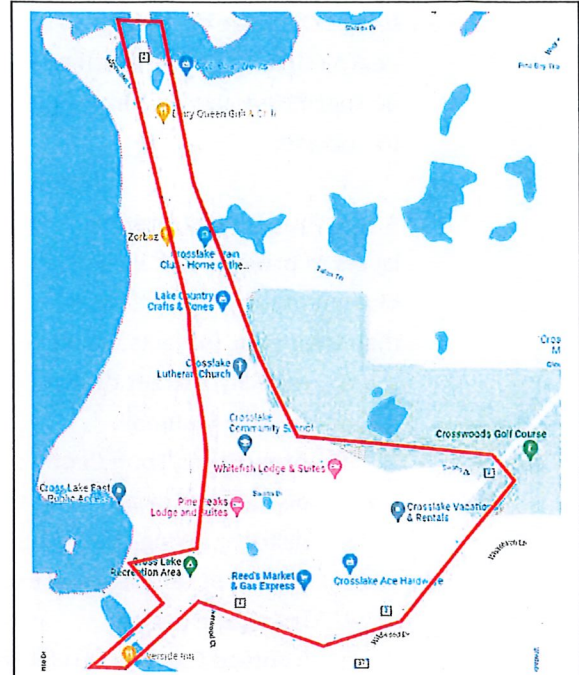
Since the MDT process and visit in 2016-17, you have followed through by adopting a comprehensive plan and have followed through with several projects that are in alignment with its principles. The reason you came to the MDT in the first place? You told us that the investments you were making (in the new school, in housing and in the core infrastructure and in your economy), were simply too important to make in an uncoordinated way. At that time you rose above the painful politics, established the Crosslakers, and came together around a vision. We know you have it within this community to do that again!

In fact, we see it's a matter of implementing your own Comprehensive Plan. The implementation Plan section on Economic Vitality (page 57) lists an element called *Downtown/Corridor Master Plan*, "...prioritize and address walkability, connectivity, housing needs, parking needs, and other issues critical to the designed planning area (area TBD). ..."

To that end, we recommend that you begin implementation of a small area plan and subsequent integrated infrastructure plan for the central downtown commercial area of Crosslake.

There are so many interested parties and moving parts that beginning the conversations and documentation are necessary to avoid missteps. In short, you need more formal planning. Several notes:

- A **small area plan** will set in place an overall vision for the core district and corridor. See potential boundary map. This study area extent could include land use and building type visions and streets and roadways within the comp plan's Downtown Commercial district and stretches from



**What is a Small Area Plan?** Small area plans provide a collaborative process for citizens to work together to improve their neighborhood and ensure a better future. A small area plan contains a set of specific strategies that aim to preserve or improve a specific area of the city. The plan may address issues such as land use, zoning, transportation, economic development, housing, aesthetics and service delivery. The scope of the plan depends directly on issues that are identified by the community.

Citizen participation is critical to the development of the plan since citizens know best what the strengths and weaknesses of their neighborhoods are. Community involvement assures that the plan is responsive to resident needs and provides appropriate solutions to the identified problems. A small area plan enables local residents to take responsibility for the future of their community and includes actions that will be taken to protect and improve their neighborhood. Small area plans act as policy guides for decision making.

bridge to bridge on 66. It also could include areas that are potential connections to nearby Growth Areas identified in the current Comprehensive Plan. Such a plan should be specific enough to encourage investments, but flexible enough to allow the market to operate.

- A subsequent **integrated infrastructure plan** for the same area would include prioritized layers of projects that include but are not limited to identification of a series of incrementable, distinct but also coordinated projects that together add up to greater than their sum. Projects would be both public and private (or both) and include:
  - mobility / street design / connectivity
  - Activity Channel
  - Army Corps/Loon Center site planning and larger connections/integration
  - district stormwater strategy and projects/BMPs (best management practices)
  - district parking strategy and projects/BMPs
  - public spaces (new and existing) and their programming
  - landscape design
  - frontage typology/ code (shopfronts, yard setbacks, porches, stoops)
  - public art/historic/interpretive sites/features/installation
- **City Lead:** Crosslakers, the Minnesota Design Team, the County and the City may all play a role, depending on how new City leadership accepts this challenge. It is our understanding that such planning is desired by the County, in order to establish design parameters for street investments in the core. The new intersection grant is only one reason to begin planning - many projects will benefit. It is our opinion it is appropriate that the **City of Crosslake lead on scoping and commissioning this planning**, through whatever means, not just as a well-timed step in the Comp Plan, but as a prudent way to focus smart investments in the center of the community.
- The Minnesota Department of Transportation's [Active Transportation Planning Assistance Program](#) may be an option to support planning through provision of a consultant hired by MNDOT for an extended period of time. Other resources could be researched if Crosslake needs outside resources. [Planning Assistance Solicitation Guide - Active Transportation Program - MnDOT \(state.mn.us\)](#)



## Kickstart: Vision Framework & Scoping Visit

Only offered within deference to direction and sanctioning of the City of Crosslake, Minnesota  
**Design Team** members (with approval of the MDT Steering Committee) may be able to get Crosslake going this winter with a catalyst design effort focused on the district (smaller but more pointed design effort than 2016-1017). This would be intense and limited in extent, with clear objectives to develop a limited set of framework drawings that begin to outline a vision for the central district/corridor and then to help the City officials scope out the extent of a larger small area plan and infrastructure plan effort. As mentioned above, the effort would inform other projects in the district that need integration, such as the Loon Center and Hwy 66/3 intersection. *(Note: We forwarding this kickstart offer due to present grant timelines you are under for key projects in the community. The MDT should than again prepare to hand off our involvement soon afterward to professionals and/or your qualified public staff. As fun and rewarding as it is to work in Crosslake as volunteers, we are not structured or 'missioned' to continue volunteering in communities that have resources available to do adequate public realm design and planning.)* Having said that, kickstarting a small area planning and design effort would involve inviting a set of team volunteer members for a group volunteer visit, perhaps timed in early 2023. Like the original MDT process, the design for the district would involve the community, would take some preparation by Crosslakers, and would need direction to proceed a few months in advance to make the volunteer effort worthwhile for everyone.

Thanks!



Hannah Pritchard



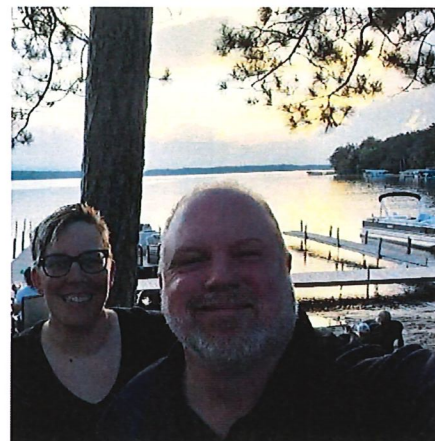
Peter Musty 612-743-5994

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*Peter and Hannah are volunteer community design professionals with the [Minnesota Design Team](#).*

*Hannah Pritchard came to Crosslake with the Minnesota Design Team in 2016. She has 16 years of experience as an engineer focusing on making roads better for people walking and biking. Hannah works for the Minnesota DOT, and for the last four years as been a member of the agency's Roundabout Review Team headquartered in the Transportation Building in Saint Paul.*

*Peter Musty is in his 7th year as Principal Planner and Zoning Administrator for the Capitol Area Architectural and Planning Board in St Paul. He has nearly 30 years of experience working in small towns and urban neighborhoods designing mixed use walkable developments and communities. Peter co-led the 2016 Minnesota Design Team volunteer effort that brought 20 Planning and design professionals to Crosslake. Peter's grandparents lived on Lower Whitefish for many decades, and he grew up in the Brainerd Lakes Area.*





E. Le.

MEMO TO: City Council

FROM: Charlene Nelson  
City Clerk

DATE: December 12, 2022

SUBJECT: Retroactive Approval of Bills for Payment

Approval is requested to allow payment of all invoices received between December 12<sup>th</sup> and December 31<sup>st</sup> with retroactive Council approval. In order to pay for products and services obtained in 2022 with 2022 budgeted funds, it is necessary to continue paying bills through year-end. A listing of all bills paid during this time will be given to the Council for approval at the first Council Meeting in January.